

2002 King County Council Session – Internship!

Are you interested in public policy? We are interested in you!



Metropolitan
King County
Councilmember
**Julia
Patterson**



District Thirteen

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King Councilmember Julia Patterson, District 13 offers internships that are open to students enrolled in an institution of higher education.

Dates of internship/ work day expectations/compensation:

Internships are rolling throughout the year and generally correspond with regular school year quarters. Work days/times are negotiable and somewhat flexible. In general, interns should expect to work anywhere from 20-40 hours a week. The Council workweek is Monday through Friday, 8 a.m. - 5 p.m. Internships are paid at the rate of \$6.90 per hour.

Gain an Inside View of the King County Council legislative process:

- Learn about the legislative process.
- Attend public hearings and council debate.
- Observe how policy is formed.
- Work with Councilmembers, staff, and constituents.
- Learn how constituents are served.

Obtain Many Other Benefits:

- Monetary compensation.
- Academic credit from your school.
- Professional work experience.
- Career development.

Program:

Undergraduate policy interns spend a quarter or semester working part time at the King County Council with staff and Councilmembers of the King County Council. Interns learn parliamentary procedure, how to write for the Council, how to proactively serve their constituency, how to research legislation and move policy through the legislative process. Additionally, interns have the opportunity to shadow Councilmember Patterson or a King County Council central legislative staff member and learn about his/her job.

Duties:

Student interns typically provide administrative support, conduct policy research, write constituent correspondence and assist with district field work. They have the opportunity to attend Council hearings and other meetings, and interact with staff and Councilmembers. A mutually beneficial working relationship between the Councilmembers' office and intern is an important goal of the program.

Eligibility:

Students, of all ages, enrolled in an institution of higher education in Washington are eligible. Interns can be from any discipline or major. Students must be registered for undergraduate credit during the internship. Applicants must also comply with their school or department qualifications and requirements.

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Julia Patterson

Metropolitan King County Councilmember, District 13

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Transportation: Interns must provide their own transportation to and from work. Interns must also provide their own parking if driving a car.

School Credit: Interns must do the internship for undergraduate credit. The type and amount of credit to be earned and other academic requirements are determined by the school.

Requirements: Strong candidates have good communication and analytical skills; the ability to exercise mature judgment in a fast-paced, hectic environment; and most importantly, a spirit of cooperation and a desire to learn. Computer skills are required for many assignments, and telephone and interpersonal skills are a must.

Submitting an application: We accept applications year round. However, you should consult your campus intern coordinator for school application deadlines that may apply at your school. Because requirements differ among schools, interested students should contact their school advisors early. Interviews take place in our office at the King County Courthouse in downtown Seattle, or in our District Office in SeaTac. Applicants will complete a short writing exercise in connection with the interview. The application review process takes into consideration the applicants academic qualifications, work experiences, recommendations, writing samples, and personal interviews. Residence in District 13 is preferred.

Additional materials required: In addition to the application, the following are required: cover letter, resume, written essay, and two letters of recommendation. (Include name address, and telephone number of the people writing the letters of recommendation.) One letter should be from a faculty member or school administrator and speak to the applicant's skills and abilities. The second letter should address the applicant's character and be from a personal acquaintance (i.e., long time friend, high school teacher, scout leader, etc.) **Applicant must arrange for a faculty sponsor.**

Obtaining an application: You may request that an application be sent to you or you can obtain an application from our website at:

<http://www.metrokc.gov/mkcc/Members/d13/index.htm>

Required for Complete Application:

- Application
- Written Essay
- Current Resume
- Cover Letter
- Faculty Reference Letter
- Personal Reference Letter

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